

**Create a Family Guidebook with Y4Y
Coffee Break Webinar
October 10, 2013**

**YOUTH
FOR
YOUTH**





Disclaimer


This information is being provided as part of a Fiscal Year (FY) 2013 webinar for the “You For Youth” (Y4Y) professional development website. This website supports the 21st Century Community Learning Centers (21st CCLC) grant program administered by the U.S. Department of Education. Information and materials mentioned or shown during this presentation are provided as resources and examples for the viewer’s convenience. Their inclusion is not intended as an endorsement by the U.S. Department of Education.

In addition, the instructional practices and assessments discussed or shown in these presentations are not intended to mandate, direct, or control a State’s, local educational agency’s, or school’s specific instructional content, academic achievement system and assessments, curriculum, or program of instruction. States and local programs are free to use any instructional content, achievement system and assessments, curriculum, or program instruction that they wish, insofar as they support the goals and objectives of the 21st CCLC program, as authorized.

Published Materials

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Please note that both the audio and video portions of this webinar are being recorded for archival purposes.



How to Use the Technology

The screenshot displays a Cisco WebEx webinar interface. The main window shows a presentation slide titled "Coffee Break Webinar" with a 21st CCLC logo. Below the title is a large graphic with the text "YOUTH FOR YOUTH" in a stylized, overlapping font. To the right of this text is a photograph of a diverse group of children smiling and sitting at a computer. At the bottom of the slide, text reads: "21st Century Community Learning Centers", "U.S. Department of Education", "400 Maryland Avenue SW", "Washington, DC 20202", and "y4y.ed.gov".

The interface includes a top menu bar with options: File, Edit, Share, View, Communicate, Participant, Event, Help. Below this is a toolbar with icons for various functions. On the right side, there is a sidebar with tabs for "Participants", "Chat", and "Polling". The "Participants" tab is active, showing a list of participants: "Jim Kiley-Zufelt (Host)" and "Jim Kiley-Zufelt (me)". Below this, it says "Attendees: 0 (0 displayed)".

At the bottom of the interface, there is a status bar showing "Cisco WebEx", "Event number: 669 671 597", and "Audio broadcast disconnected".



Introductions

Hosts:

Karen Tylek

Y4Y Project Specialist

Natalie Lucas

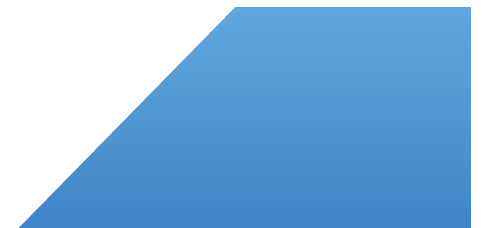
Y4Y Content Specialist





Coffee Break Webinar

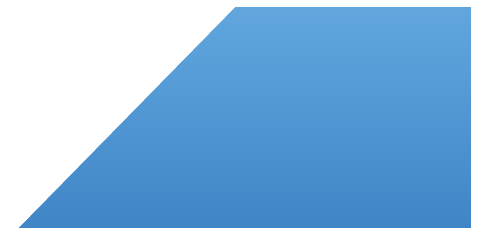
- Interact with the Y4Y team members and afterschool colleagues from across the country.
- Ask questions about Y4Y and how the portal can help you.





Driving Question

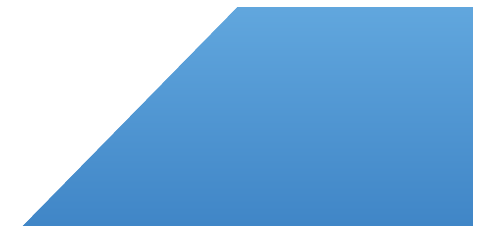
How can a family guidebook promote family involvement for your afterschool program?





What is a Family Guidebook?

- Introduces families to your program
- Informs families of any important policies and expectations
- Gives families an idea of what youth will be doing in your program





Sample Guidebooks

ATTENDANCE

What are the hours of After School?

After School runs from 3:30 - 5:30, Monday - Friday. The students will be picked up from the café at the end of the school day by their After School teacher(s) and brought to their After School classroom. At 5:30 students are taken down to the café for pick-up.

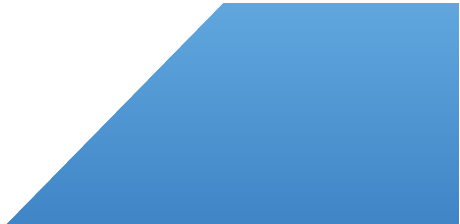
What happens when a child is absent from school?

If your child is going to be absent from school you should notify Yvelisse Viera, the student's classroom teacher, or call the Attendance Hotline at (212) 851-4201. Through the attendance report, After School will mark students absent and let their After School teachers know.

Please Note: If a child is absent from a full day of school, for any reason, they may not attend After School that day. Please keep this in mind when scheduling doctor's appointments and other out-of-school commitments.

What should I do if my child is in school, but not attending After School?

If your child is not absent from school, but is not going to attend After School that day, please notify the After School office by emailing jsaunders@theschool.columbia.edu or by calling (212)-851-2719.





Sample Guidebooks

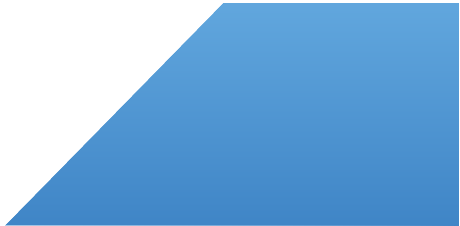
Positive School Culture

Our school will be participating in PBS (Positive Behavior Support). This program is adopted by the Colorado Department of Education and implemented in many schools throughout the St. Vrain Valley School District.

Staff has identified positive school-wide behavioral expectations in a variety of typical settings. The acronym that will be used is PAWS:

- **P**ositive
- **A**chievement
- **W**ork Hard
- **S**afety

A system will be implemented for teaching expected behaviors and for acknowledging students who are following the expectations, such as daily "PAWS", positive office referrals, etc... In addition, there will be a consistent school-wide response for students who need more support complying with behavior norms. Posters will be displayed throughout the building to help students remember the expectations.





Sample Guidebooks

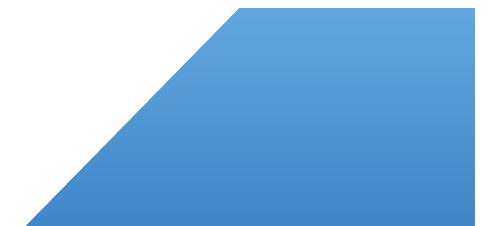
Program's Purpose, Philosophy and Commitment to Families

Purpose

The Fayette County After School Program's purpose is to improve children's quality of life through extending and enriching out-of-school-time learning activities.

Philosophy

The Fayette County After School Program's philosophy contends that activities of children during out-of-school-time can be as important to their growth and development as the time they spend in the classroom. During these non-school hours, children have opportunities to choose a variety of enriching activities. Their choices allow them to explore new fields of interest and engage in hands-on activities within a supervised neighborhood setting. This environment fosters opportunities for children to interact with both siblings and friends. The activities are designed to support and expand the physical, social, emotional and cognitive skill development experienced in school.





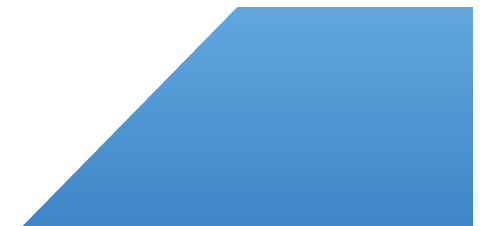
Sample Guidebooks

FAMILY ACKNOWLEDGEMENT FORM

I hereby acknowledge and confirm that I have received and read the PS 261 PTA Sponsored After School Program Family Handbook. I understand and agree to comply with the policies stated in the Handbook. I understand that if I have any questions about any program policy, I should immediately consult with the Director or the After School Committee. Any violation of the policies in this PS 261 PTA Sponsored After-School Program Handbook may result in discipline, up to and including discharge.

Signed: _____

Date: _____

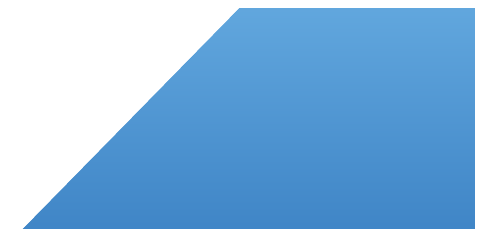




Sample Guidebooks

PARENT SUPPORT:

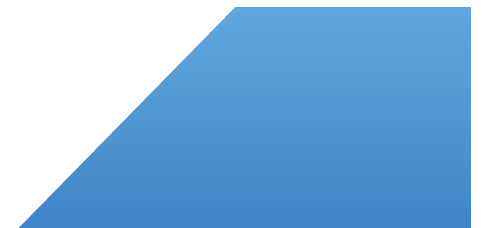
We feel that making mistakes is an inevitable part of growing up. We do not feel that it is necessary to let you know each time your child makes a mistake; however, we will let you know immediately if we feel that there are any serious concerns with your child's behavior. We will invite you in for a conference with your child's director. This is a time to compare notes, share ideas and come to a decision on how to move through the problem as quickly and smoothly as possible. We will call you to pick up your child if the safety of your child or other children is compromised. Our door is always open and no concern is too small to bring to our attention where your child is concerned. Never hesitate to share your questions or concerns with us.





Benefits of a Family Guidebook

- Families know the policies and know “the way things work” in your program.
- Families see that you are thinking intentionally about including them in your program.
- Families get to know the program staff and leadership.
- Families can identify opportunities to get involved.





Family Involvement

Learn

Family Involvement Diagram

Family Involvement Research Brief

Assess and Reflect

Family Involvement Follow-Up and Supervision Checklist

Goals for Family Involvement

Supporting and Involving Families

Understanding and Overcoming Challenges to Family Involvement

Plan and Implement



Creating a Family Guidebook

Family Involvement Implementation Planner

Knowing Families and Cultures

Reaching Out to Families

Understanding Program Families

Train


Building Cultural Competence Scenarios

Connecting Families to Support Training Starter

Tools/Family Involvement

Y4Y Tool for Family Guidebooks

You For Youth / Family Involvement



- Academic expectations
 - Amount of homework done in the program
 - Sharing of grades and state test information
 - How families can help
- Involvement opportunities and policies
 - Family involvement philosophy
 - Existing and potential opportunities for involvement
 - Ways to share concerns and ideas

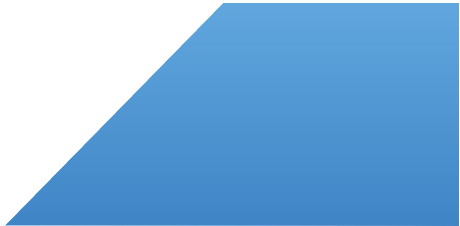
- Telephone use by children
- Bringing items from home into the program

reports and family volunteer hours or points.

Tools/Family Involvement



Y4Y Tool for Family Guidebooks

- An introduction to your program
 - Directory of staff members
 - Calendar of events
 - Program rules and expectations
 - Policies and procedures
 - Academic expectations
 - Involvement opportunities and policies
- 

Y4Y Tool for Family Guidebooks

Other ideas

- Leave areas such as “Responsibilities of youth” and “Potential opportunities for involvement” blank to allow youth and families to fill them in once they are decided.
- Include a table of contents or quick reference guide that helps families get to specific pages fast.
- Include a history of past family involvement in the program
- Include your guidebook or parts of it. on your program website
- Leave blank sections where families can fill in updated information such as youth grades and progress reports and family volunteer hours or points.

Tools/Family Involvement



Your Program

Does your program currently have a family guidebook?

What does your guidebook include that we can include in this template?

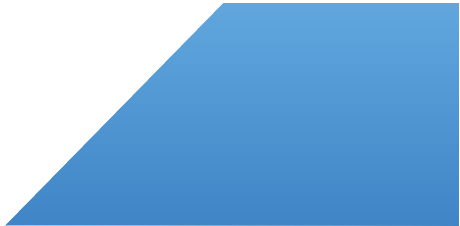


Time to Collaborate

- Start with the Creating a Family Guidebook tool.
- Use a shared document in a storyboard format.
- Make additions and changes based on your suggestions.
- Post the product – a terrific family guidebook template – to the Promising Practices Gallery on Y4Y!



Group Norms

- We recognize that all ideas are valuable.
 - We understand that everyone's program is different.
 - We will do the most we can within the time we have.
- 



Let's go!


An introduction to your program

- Program history
- Goals and objectives
- A welcome from the director
- Other?

Directory of staff members

- Include pictures
- Have short bios
- History in the program and working with youth
- Other?

Calendar of events

- Special events
 - Holidays
 - Early or late days
 - Other?
- 

Promising Practices Gallery



Online Professional Development and Technical Assistance for 21st CCLCs

Learn

Teach

Tools

Network

Search



Blog

Webinars

Discussion Boards

Promising Practices Gallery

Gallery

Looking for examples from other programs to get you started? Find resources in the Promising Practices Gallery created by your colleagues to help boost your programming.

Family Involvement Training To Go

0 Replies

1 File

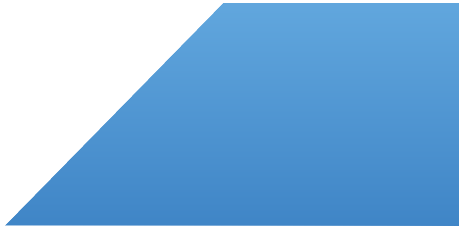
Last updated on Tuesday, Nov 27, 2012

The Promising Practices Gallery contains [Discussion Board](#) submissions that were particularly creative, innovative, noteworthy, or that generated a lot of traffic. If you would like to [participate in discussions or upload your own files](#), please sign in or [create a free account](#).



Odds and Ends

Do you have suggestions for....?

- Compiling and printing the family guidebook
 - Distributing the family guidebook so that families read it
 - Getting students involved
- 

Additional Resources



Be Open to Different Types of Involvement

Just as families come in different shapes and sizes, so do family involvement activities. Click each of the images below to see suggestions for things that you might invite parents and caregivers to do.



Tip

Find these and other resources in the Learn More Library:

[Family Involvement Across Learning Settings](#)

[Helping Your Child With Homework](#)

Additional Resources



Support Families

The U.S. Department of Education highly values families as key partners in their children's education. This commitment is clear through federal support of programs designed to both educate caregivers and support families. Click on the titles to learn more:

- [21st Century Community Learning Centers](#)
- Elementary and Secondary Education Act
 - [Title I, Part A, Section 1118](#)
 - [Title I, Part D, Neglect and Delinquent Program](#)
 - [Title X, Homeless Education Program](#)
 - [Title III, English Language Learners](#)
- [Migrant Education Program](#)
- [Parental Information and Resource Centers \(PIRC\) Program](#)
- [Full-Service Community Schools Program](#)
- [Promise Neighborhoods Program](#)

Additional Resources



Goals for Family Involvement


Clarify goals for family involvement. Work with staff to develop short and longer-term goals, and ensure that all work as a team to achieve them.

Check all that apply, then develop your own in more detail specific to your program.

Our program will improve family involvement efforts to:

- ☐ Ensure all families feel welcome and that the program encourages their continued involvement in any way possible
- ☐ Help families gain access to the organizations, people, and resources they need to support their children and themselves
- ☐ Find innovative and differentiated ways to involve families that utilize their skills and address their concerns
- ☐ Help families find additional ways to be involved in their children's lives and support their healthy development
- ☐ Support better student behavior and academic performance in school and the program
- ☐ _____
- ☐ _____

Additional Resources

You For Youth / Family Involvement		
 Overcoming Challenges to Family Involvement		
Explore common family involvement challenges, possible underlying causes, and potential solutions.		
Challenges	Possible underlying causes	Potential solutions
	<ul style="list-style-type: none"> - Youth misplaces the form. - Youth forgets to show it to family. 	<ul style="list-style-type: none"> - Create a folder for important forms. - Choose one day a week for important forms to go home so families know when


Challenges	Possible underlying causes	Potential solutions
Forms sent home to be signed are never returned.	<ul style="list-style-type: none"> - Youth misplaces the form. - Youth forgets to show it to family. - Families don't understand the form. - Family members work in the afternoon and evening and don't see youth until they are asleep. 	<ul style="list-style-type: none"> - Create a folder for important forms. - Choose one day a week for important forms to go home so families know when to look for them. - Translate the form into the appropriate languages and go over the form with youth so they can explain them to their family members. - Send forms electronically or through the mail.

Family members don't come into the building when they pick up their children.		
Families don't take the program seriously. They just view us as babysitters.		
Families have had bad past experiences in schools and are reluctant to get involved.		
Families don't know how to help their children with homework.		
OTHER		

Tools/Family Involvement




Q & A

- Family involvement strategies
 - Y4Y resources
 - Family involvement
 - Tools
 - Y4Y Network
- 



Next Steps

- 1) Visit the Y4Y portal (www.y4y.ed.gov) to:
 - Register
 - Follow up on today's discussion
 - Find more resources on Y4Y
 - Look for the Family Guidebook template!
 - 2) Tell your colleagues about Y4Y
 - 3) Join us for the next Coffee Break webinar in November
- 



Thank You!

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